

TO: Elected Officials Compensation Committee
FROM: Will Van Vactor, County Manager
DATE: May 1, 2025
RE: Elected Officials Compensation Review

The following memo provides additional information in response to the Compensation Committee's request for:

1. Background information relating to stipends
2. A 2024 Compensation Study for Elected Officials
3. Application of ORS 204.112(3) Factors
4. Comparisons to Deschutes and Jefferson counties
5. Any observed compression issues with subordinates

1. Stipend Usage by Elected Officials

Based on responses from several of the elected officials, the stipend originated with concerns around compression and certification pay in the Sheriff's office. This concern was broadened to other elected officials and there was subsequent conversation about the elected officials not receiving sick pay, vacation, overtime, etc. It appears these two issues drove the inclusion of a stipend for elected officials, except for the commissioners.

The commissioners' stipend is intended to improve administrative efficiency. Based on observation and a conversation with one commissioner, it appears the stipend is largely used for that purpose; to avoid the administrative work associated with frequent expenses like meals, fuel, etc. However, less frequent, larger expenses, like hotels and airfare, are still paid for by the county.

2. Compensation Study

Attached as Exhibit A is narrative from the compensation study conducted in 2024, which evaluated elected official salaries across comparable counties. The study is short, so no summary is provided.

3. Application of ORS 204.112(3) to Crook County

ORS 204.112(3) outlines factors to consider when setting elected officials' compensation, including responsibilities, workload, complexity, and comparability. Attached as Exhibit B (Assessor), C (Clerk), and D (Sheriff) are narrative descriptions from the Assessor, Clerk, and Sheriff addressing how their positions align with these statutory factors. Highlights include:

- **Assessor:** Manages staff responsible for property valuations and taxation compliance, requiring ongoing training and knowledge of changing state tax law.

- **Clerk:** Oversees elections, public records, and licensing functions with statutory deadlines and accuracy requirements.
- **Sheriff:** Operates 24/7 law enforcement, jail, and emergency response operations, managing a large staff and high-risk responsibilities.

Descriptions for other elected positions were not received. Commissioners were not asked to provide a response.

4. Comparison to Deschutes and Jefferson Counties

Attached as Exhibit E and F are two compensation comparison spreadsheets (2024 and 2025). They provide side-by-side data for multiple elected offices. While some data is missing, the available figures show:

- Crook County's elected salaries are generally below Deschutes County but competitive with or slightly higher than Jefferson County in some areas.
- Differences in county population, complexity, and budget size should be considered when making direct comparisons.

Several other counties are included in the spreadsheets for additional comparison. Exhibit G is a comparison of salaries provided by the Sheriff.

5. Subordinate Salary Compression

In the Sheriff's Office, the Undersheriff position, at Step 5, is paid \$130,853. Additional compensation for certifications includes an intermediate certification of \$200 per month, and also an advanced certification of \$200 per month (up to an additional \$4,800 per year).

In the Assessor's Office, the Chief Deputy Appraiser position, if at Step 5, is paid \$95,888.

In the Clerk's Office, the Chief Deputy Clerk (Elections) position, at Step 5, is paid \$67,100.

In the District Attorney's Office, the Chief Deputy District Attorney position, at Step 5, is paid \$138,320.

For reference, attached is the current salary schedule for elected officials (Exhibit H).

6. Conclusion

The Elected Officials Compensation Committee's role is to review the available information and make an informed recommendation as to each elected official's compensation. Staff will be available to provide clarity and inform on process. The committee's work is greatly appreciated.



REWARD SYSTEMS
Management Consultants

May 14, 2024

Report to: Compensation Committee for Crook County

Subject: Elected Officials compensation

Crook County uses a well-established job measurement system for converting job content facts into salary range recommendations. That system serves as the primary standard for assigning salary ranges and assuring compliance with Oregon’s legislation for equal pay and comparable worth among jobs, including those that are elected.

Elected Officials for Crook County are all ‘working’ leaders and come to these jobs with specialized backgrounds. The difference between them and appointed positions come down to being interviewed and selected by voters instead of a panel of County managers and staff. From a job measurement perspective, it makes no difference.

We have applied the job measurement system to determine each salary range. Using market data from other counties with differing pay philosophies offers little insight since, unlike appointed positions being more mobile, the elected officials are not likely to relocate to another county to run for election. Our findings and recommendations:

A. District Attorney

		Minimum	Midpoint	Maximum
Salary Range	134	\$129,168	\$148,304	\$167,003

The incumbent makes \$129,900 and to keep in line with the Chief Deputy DA range, this salary should more appropriately be set between \$141,149 (step 5) and \$148,304 (step 7 or midpoint).

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B. Sheriff

		Minimum	Midpoint	Maximum
Salary Range	134	\$129,168	\$148,304	\$167,003

The incumbent makes \$138,528. This salary should more appropriately be set between \$141,149 (step 5) and \$148,304 (step 7 or midpoint).

C. Commissioner

		Minimum	Midpoint	Maximum
Salary Range	129	\$96,470	\$114,067	\$128,461

The methodology for determining the salary range for Commissioners is rather unique in that it starts with a job measurement as if is a single incumbent serving as the top executive, then adjusts accountability to reflect three incumbents. The result is the above recommended salary range.

To reinforce the strength of the job measurement system, we have added the following illustration of external data that has been compiled for this position. The 60th percentile among other counties is very close to the recommended midpoint. The salaries for this position should be between \$108,536 and \$114,067 using the sample placement process as with other elected officials. The incumbents are currently paid above the 85th percentile of governments averaging a population over 70,000.

Range	<u>Competitive Level</u>						Competitive Percentile
	<u>Checkpt.</u>	<u>25th</u>	<u>Median</u>	<u>Average</u>	<u>60th</u>	<u>75th</u>	

<i>Actual Pay</i>	97,686	109,019	101,593	113,465	118,498	124,864	92
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D. Assessor

		Minimum	Midpoint	Maximum
Salary Range	129	\$96470	\$114067	\$128461

The incumbent makes \$107,661. This salary should more appropriately be set between \$108,536 and \$114,067.

E. Clerk

		Minimum	Midpoint	Maximum
Salary Range	127	\$86,902	\$102,752	\$115,731

The incumbent makes \$100,734. This salary should more appropriately be set at \$102,752 representing the center and competitive target for the salary range.

F. Treasurer

The Treasurer serves on a part-time basis. Counties' practices vary considerably to range from full-time financial management to a lesser role of monitoring contracts with third party financial administrators. Setting the salary for this position usually involves two steps: measure the job content and determine the % of full-time-equivalent status.

Salary Range would be our recommendation given our understanding of the scope of service. From there a %FTE will produce a recommended salary.

The above discussion and recommendations are made to be a guide for the Committee. Our recommended placements are based on initial range placement. Once placed, we would expect the incumbents to advance step-in-grade the same as any other employee.

Very truly yours,
Vance Jacobson

RE: Info for the Elected Officials Compensation Committee

From Jon Soliz <Jon.Soliz@crookcountyor.gov>
Date Wed 4/30/2025 12:03 PM
To Will VanVactor <Will.VanVactor@crookcountyor.gov>

Hi Will. I put my remarks/answers in red below. Cheers, Jon 😊

Jon Soliz #541-447-4133 ext.176
Crook County Assessor
200 NE Second, Suite 200
Prineville, Oregon 97754
Jon.Soliz@crookcountyor.gov

From: Will VanVactor <Will.VanVactor@crookcountyor.gov>
Sent: Thursday, April 24, 2025 11:03 AM
To: Jon Soliz <Jon.Soliz@crookcountyor.gov>; Cheryl Seely <Cheryl.Seely@crookcountyor.gov>; Galan Carter <Galan.Carter@crookcountyor.gov>; Kari Hathorn <Kari.Hathorn@crookcountyor.gov>; John Gautney <John.gautney@crookcountysheriff.org>
Cc: Christina Haron <Christina.Haron@crookcountyor.gov>; Meghan McKee <Meghan.McKee@CrookCountyOR.Gov>
Subject: Info for the Elected Officials Compensation Committee

Good morning, Crook County Elected Officials:

At yesterday's Elected Officials Compensation Committee meeting the committee members asked for information relating to the factors listed in ORS 204.112. Below is a list of questions intended to provide responsive information. This will be a public record and included in the packet of information provided to the committee in advance of their next meeting. You are not required to complete it, but based on the questions asked by the committee, I believe it will be helpful.

1. Job Responsibilities

- Please describe the primary duties of your office, including any statutory obligations or responsibilities unique to Crook County.

The Assessor's Office is responsible for determining the real market and assessed values of all property in Crook County. In addition, the Assessor's Office maintains ownership, tax lots, and tax code areas and prepares an annual tax roll for almost 19,000 accounts. Most of the duties performed are mandated by State Statute and Administrative Rule under the supervision of the Oregon Department of Revenue, with many other services to the general public, taxing districts and other agencies.

2. Time Devoted to Duties

- On average, how many hours per week do you devote to your official responsibilities? Over 40 for sure, estimate of 43-46hrs depending on the work load/season of the year.
- Do you consider this position full-time or part-time? *Full-Time.*

3. Skills, Experience, and Qualifications Required

- What qualifications, licenses, or certifications are required or beneficial to perform your duties effectively? Assessor position must be a Registered Oregon Appraiser and keep that registration/certificate current (requires continuing education every year).

- o Please outline any specialized skills or prior experience necessary for the position. Two years' experience in an Assessor's Office is preferred but not strictly required, plus the abovementioned is a must (be an Oregon Registered Appraiser). Other details: if the assessor office timeframe of two years cannot be met, then 2 years office/accounting with management experience could qualify in place of assessor office experience.

4. Complexity and Scope of Work

- o Are there specific programs, systems, or legal/regulatory frameworks that make your work more complex? Yes, there are. Oregon Revised Statutes and Oregon Administrative Rules are the guideline for the work to be completed, oversight comes thru the state's Department of Revenue. Enterprise Zone (programs) that have been established in the county contribute to much research and time consumption. These programs vary as the timeframe of the exemption varies (with many options come much work). Working within the county general fund can be challenging to meet state requirements if staffing levels are not adequate. A grant must also be completed each year and approved by the Department of Revenue for financial assistance to the Assessment & Taxation program (in each county). Assisting Taxing Districts, connecting with local city & county leaders is also a constant.
- o How has the complexity of your work changed in recent years? Budget expenses continue to grow and is a challenge -mainly due to cost of living increases, increases in health insurance, increases to cost, to supplies and very importantly paying people good wages -we have struggled over the years to keep staff and have a decent wage for them (though recent changes/compensation study have helped). Over the years we've often seen the expense of training and educating staff become costly and time consuming when these employees do not stay. Finding ways to increase wages has been a challenge. Legislation is always a challenge and complex thing at times and could change on a whim each year with added requirements or new laws that are enacted upon. Our office is responsible to follow the state rules even if they seem confusing or unfair. Enterprise Zones in our county are being more utilized in a high manner with Facebook and Apple and other smaller companies. These properties have proven to be a challenge at times as we are often asked for information, statistics, valuation information and more - throughout the course of a year, ever since the zones were created. New software changes and keeping up with technology is a constant challenge also, as new systems are implemented and old ones are set down -this extends to the software used to value the county, to the services and information we provide (for free) to the public via our webpage and account lookup data that must be processed and updated constantly. Pretty much everything done in an assessor's office has a statutory reason/guideline to be followed -that can be a challenge that never ends. The complexity of changes over the years have also required assessor presence at attending more meetings than ever, as many changes are rooted in land use changes that affect value one way or another. Along with the added meeting attendance is a swarm of more questions that come and often the answer is complex (not just a 2-minute answer discussion) but require review and often discussion with the Department of Revenue and other cohorts such as our CAMA software provider.

5. Budget and Supervisory Responsibilities

- o How many employees do you directly or indirectly supervise? 8
- o What is the size of the budget you administer? \$1.5M

6. Compensation Comparisons

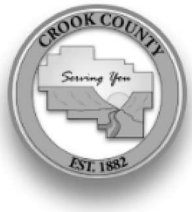
- o Are you aware of salary levels for comparable positions in similarly sized Oregon counties? Not currently, but this is public information. I have not looked at this in years.
- o Please describe the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility.

We appreciate your time and input. Your response is important to ensuring the committee's process reflects both the legal framework and the realities of your position.

Please reply to this email with your answers by **end of business next Wednesday, April 30th.**

If you have any questions or need clarification, feel free to reach out.

Exhibit B



Will Van Vactor I County Manager

Crook County Administration

O: 541.447.6555

C: 541.604.5037

Website: www.co.crook.or.us

Disclaimer: Please note that the information in this email is an informal statement and shall not be deemed to constitute final County action effecting a change in the status of a person's property or conferring any rights, including any reliance rights, on any person.

1. Job Responsibilities

- Please describe the primary duties of your office, including any statutory obligations or responsibilities unique to Crook County.

I struggle with summarizing job responsibilities, so I have attached my job description. It may not cover everything, as writing a job description has been an ongoing effort of mine, especially for future potential candidates.

Unique to Crook County are Passports and Notary services. Many of the other County Clerks do not offer these services.

2. Time Devoted to Duties

- On average, how many hours per week do you devote to your official responsibilities?
- Do you consider this position full-time or part-time? Full-time

I am responsible for the operation of a public office that is required by county government to be open 8 – 5 Monday – Friday. Oregon Revised Statute also requires a certain number of hours open per week for recording documents. I devote 40 plus hours a week and due to my responsibilities. When I am sick or out on vacation, I always have my computer and office cell phone to continue with work. Never have a day without work and sometimes work goes into the evening hours and weekends. Election time does require many extended hours, but luckily those have only been twice a year, however, there could be more, depending on the type of election (Recall, Special, etc). I am the elected County Clerk and that is 24/7.

3. Skills, Experience, and Qualifications Required

- What qualifications, licenses, or certifications are required or beneficial to perform your duties effectively? Please outline any specialized skills or prior experience necessary for the position.

Statute only requires that the Clerk is a citizen of the United States and an elector under the Oregon Constitution, in addition is required to be a resident of the county in which the person is elected for the period of one year preceding the election.

It is very helpful for the Clerk to have experience in elections or the election process, recording documents or land records/legal documents (title company, real estate or paralegal background) and a basic understanding of property taxation. Customer service, public speaking, customer de-escalation skills and working in a high stress environment with public scrutiny experience is extremely helpful. A strong understanding of the safety and security aspects around elections and election staff is important as well.

4. Complexity and Scope of Work

- Are there specific programs, systems, or legal/regulatory frameworks that make your work more complex?

There are several specific programs, systems and legal/regulatory frameworks that are part of this office. Examples are recording programs, receipting and budgeting programs, marriage records, records management including confidential records, property

values/taxation systems, voter registration systems, ballot design systems, vote tally system, reading and understanding Oregon Revised Statute, Oregon Administrative Rule and the Oregon Constitution.

- How has the complexity of your work changed in recent years?

Yes, continuous changes. Legal changes as well as equipment, software and security changes in all areas but especially in elections.

5. Budget and Supervisory Responsibilities

- How many employees do you directly or indirectly supervise?

3 plus all of my temporary Election Board workers.

- What is the size of the budget you administer?

\$753,000 plus 3 Special Revenue Funds with a budget of \$246,000

6. Compensation Comparisons

- Are you aware of salary levels for comparable positions in similarly sized Oregon counties?

Nothing within the last few years

- Please describe the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility.

My staff has only portions of my overall responsibility, and it is divided amongst them. There are many responsibilities and duties that staff cannot perform.



COUNTY CLERK JOB DESCRIPTION

Department: County Clerk's Office
Reports To: N/A – Elected Position
Classification: Exempt
Salary Grade:

Summary

The County Clerk is an elected official. Full powers of the County Clerk are stated in the Oregon Revised Statute Chapter 205. The Clerk is the County Election Official in a highly visible public office; County Recorder; Public Records Officer for the County; Clerk of the Property Value Appeals Board; also maintains the records, files, books and papers pertaining to County Board of Commissioners; issues and maintains Marriage Licenses & Domestic Partnership Certificates; a federally appointed passport agent/passport manager of the Passport Acceptance Facility; and is a Notary for the State of Oregon.

The County Clerk is completely independent without any direction or supervision. The Clerk holds a highly technical role and is entirely responsible for everything that happens within the office of the County Clerk and must adhere to all state and federal laws, rules, processes and procedures, as well as all Crook County Codes and County policies and procedures. Independent judgment is required to perform all phases of the county's election processes and election related duties in compliance with all Federal, State and County laws and guidelines. Many of the decisions required in this position are complicated by a large number of variables. In January 2017, the Department of Homeland Security has declared the electoral system as "critical infrastructure". The election process and infrastructure are now a priority within the National Infrastructure Protection Plan. This reflects the importance and critical nature of the election process.

Departments headed by elected officials are responsible for setting and administering policies for their respective departments and do not answer to the Board of Commissioners for the performance of their duties, only to seek hiring authorization and budget appropriations.

County Clerk works to ensure that citizens' concerns are met, federal and state requirements are fulfilled and that recording, elections and record keeping operations run smoothly and accurately and continuously builds trust thru transparency and fiscal responsibility.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and implement office policies and procedures, perform, administer and oversee all duties as stated in Oregon Revised Statutes: Chapters 205, 246-251, 253-255, 258-260 and numerous other statutes that pertain to document types for recording and special districts, subject to change with any legislative session. Study, interpret and implement Oregon Revised Statutes and Oregon Administrative Rules governing the duties of the County Clerk as well as all state and federal laws, rules processes and procedures. Follow the directives, policies, and guidelines as issued by the Secretary of State Elections Division, Department of Revenue, Oregon Health Authority Center for Health Statistics and Oregon Vital Records, and other relevant agencies.
2. County Election Official and all related duties; conduct all elections held in the county; including but not limited to: establishing drop sites, certifying ballot information, ballot layout/formatting, printing, mailing, testing/operating tabulation equipment, selection of election board personnel, organizing, instructing and supervising election boards, signature verification, ballot processing, ballot counting, meet all statutory deadlines and timelines, ballot security, ordering and maintaining election supplies, archiving all election records per statutory retention requirements and update precinct boundaries and maps, cost accounting of each election for Secretary of State, reconcile election reports, calculate and generate invoices to local districts for elections costs.
3. Supervise and manage all staff within the office. Ensure that all office staff adheres to all state and federal laws, rules, process and procedures, all Crook County codes, and county policy and procedures. Quality and accuracy of work is critical. An error in the election process could cause a significant financial cost to the county, especially if an election has to be revised or done over. Errors in voter registration can also cause detriment to the county and community.
4. Assist the public, candidates, and political action committees with candidate filings, county and district measures, district formations, annexations, withdrawals, recalls, etc. Including providing information regarding filing forms, candidate manuals, petition, State Voter Pamphlet filing process, deadlines, and procedures for explanatory statements. All according to Oregon Revised Statutes and Oregon Administration Rules.
5. Manage and maintain daily process of elections division of the County Clerk's Office; including but not limited to: Daily register and/or update voters in accordance with state and federal laws including on-line data entry of records, production of required voter notification cards, scanning and proofing and evaluating precinct boundaries.
6. Ensure election, staff and ballot security. Create and update County Ballot Security Plan and file annually with the Secretary of State.
7. Inform candidates eligible to be included in the State Voter Pamphlet the filing processes, deadlines, and procedures for explanatory statements.
8. Organize and conduct swearing-in ceremonies; Issue Notices of Appointment, Oath of Office, Certificates of Election and Abstracts.
9. Conduct research and prepare a variety of statistical and administrative reports regarding elections.
10. Hold public certification of ballot tabulation equipment each election cycle.

Exhibit C

11. Communicate County Clerk actions including but not limited to election processes and concerns to the public through school groups, business groups, civic organizations, the press, and other public forums including County Board of Commissioners. Ensure trust, transparency, fiscal responsibility and ethical behavior in all aspects of the responsibilities and workings in the Clerk's Office. Media exposure and public scrutiny are a regular part of the functions performed as County Clerk.
12. Actively research and maintain a working knowledge of and interpret local, state and federal laws and rules relating to elections and provides practical guidance on requirements to the public, candidates, committees, district election authorities and others.
13. Determine composition and qualification of election board workers, timelines for selection and appointment, training, and wages; select election board workers, organize and instruct ballot processing board, and oversee that all processes are done accurately and completely per law.
14. Review and evaluate voting precinct lines of districts utilizing federal census maps, district and city boundaries redraws, as necessary, and prepare new precinct descriptions and maps as appropriate.
15. Must have ability to form and build good working relationships with county employees, local and state elected officials and candidates, media and the general public. Provide efficient and friendly service to the general public as well as all other agencies and departments.
16. Provide training to staff for all aspects of their job duties. Provide training for election workers, district and city election officials and volunteers regarding laws and conduct of elections.
17. County Recorder and all related duties; Review and recognize recordable documents (whether in office or thru E-Recording) and determine if all statutory elements necessary for recordation are present; record or file all documents, including but not limited to: deeds, mortgages, liens, death certificates, military discharge, subdivisions, partition plats, boundary surveys, mining records, marriage records, county and district budgets, Board of County Commissioner Orders, Ordinances, Resolutions, etc. according to statutory requirements.
18. Oversee the receipt and rejection of documents presented for recording, the scanning and indexing of required data on recorded documents into the appropriate computer software indices and the transfer of recorded documents to various customers. Also, the filing and placement of subdivision, plat and boundary adjustment mylar sheet into appropriate cabinets and log books.
19. Review, edit and verify data entry and scanned images of all recorded documents to ensure accuracy and that indexing is complete and accurate; ensure great attention to detail, as all documents recorded/scanned are permanent records. Prepare and return recorded documents to appropriate person or entity. Once documents are recorded in the public records they require legal action or a court order to remove.
20. The County Clerk is the Public Records Office responsible for archiving all records for permanent retention as per Oregon Administrative Rule; maintaining all records kept, tracking storage and destruction (if applicable) as required by statute and administrative rule.
21. Must maintain a good working knowledge of Oregon Public Meeting Laws and Oregon Public Record Laws.
22. The County Clerk will fulfill public records requests or supervise, assist, and oversee staff as they assist the public in all public records requests, research requests and answering questions; perform data entry; cashier and receipt fees for all recordings, filings and services provided, and direct customers to other appropriate county departments, etc. The Clerk's Office has a high level of customer and public contact.

23. Plan, develop, organize and implement new office procedures to improve efficiency, department goals, objectives and schedules involving all aspects of the office and personnel. Establish, adopt, and maintain manuals for office policies, recording procedures, election procedures, and a security plan.
24. Serve as a technical expert for the most complex issues and problems and provide technical direction and problem resolution related to services and activities.
25. Ensure all statutory deadlines and timelines are met for recording, elections and records management.
26. Ensure that the Clerk's Office is open daily as required by Oregon Revised Statutes and that there is adequate staff to perform all necessary duties and assist customers.
27. Establish and update regularly a disaster plan for recording and elections, establishing, adopting, and maintaining manuals for office policies, recording procedures, and election procedures.
28. Serve as Passport Acceptance Agent – Federal Appointment. Agent is responsible for this multistep process: screen applicant and their submitted documents and information, issue oath, witness applicant's signature, collect fee, endorse and affix county seal, assemble packet, mail to Seattle Passport Agency and track through USPS to ensure packet reaches the agency.
29. Review, accept, process and protect confidential records. Confidential records are kept according to Oregon Revised Statutes and by Federal Passport Regulations.
30. Keep Clerk's webpage updated with current information including the timely reporting of election results.
31. Compose Orders and Ordinances governing the County Clerk's duties for County Board of Commissioners' approval.
32. Scan, index and archive County Board of Commissioner minutes.
33. Monitor, track, and implement enrolled legislation that impacts County Clerk duties. Keep County Board of Commissioners, County Manager and County Counsel updated on pending legislation as necessary. Consult with County Counsel and Secretary of State regarding statutes and administrative rules affecting division operations along with all new recording and election related legislation; develop and implement programs, policies and procedures to meet legal requirements; coordinate election processes with state, county, city, school, water, fire and other special districts. There is a high level of complexity in the various duties of the Clerk. An attention to detail and exceptional organization skills are required.
34. Progressive development and advancement of the systems utilized in the receipting, indexing and archival of all records. Develop, revise and maintain databases for recording and office management purposes; determine if systems meet staff needs and needs of the public.
35. Continually assess space, storage, safety and security needs throughout the office and surrounding areas. Election officials and staff are occasionally subjected to verbal abuse, threats and harassment because of the heightened political tensions. Clerk must constantly be aware of all safety and security needs and ensure protection to the best ability possible.
36. Purchase, upgrade and maintain all equipment necessary for all functions in the County Clerk's office. Prepare RFP (Request for Proposal) or RFQ (Request for Quote) for certain equipment purchases as required by County Board of Commissioners. Oversee the ordering and maintenance of

all office supplies including marriage, domestic partnership and passport forms. Maintain current inventory list and update Treasurer's Office.

37. Compose, negotiate and administer service contracts, including payments for services, monitoring for compliance with the contract and implementing corrective actions as necessary.
38. Order all supplies and equipment necessary to run the office. Approve claim sheets and time sheets; reconcile monthly General Ledger Reports with receipting reports from Treasurer.
39. Collect and administer fees for other agencies.
40. Prepare, present and manage annual General Fund Budget for Clerk's Office and three Clerk's Reserve Funds for current needs and future requirements.
41. Assure completion of the daily posting of receipts, generation reports, deposited monies with Treasurer, reconciliation of receipting reports with Treasurer's general ledger reports, and invoicing of state and local agencies and debit accounts.
42. Supervise all staff, assign and review work, alter workloads, provide information and direction through materials, coaching and written policies; evaluate employee performance and conduct annual reviews; make hiring, termination and disciplinary decisions.
43. Evaluate liability issues within the Clerk's Office and take appropriate measures.
44. Responds to sensitive or complex inquiries or service complaints.
45. Serve as Clerk of the Board for Property Value Appeals Board; prepare County Order for appointing board members; determine board jurisdiction to hear appeals; perform all administrative duties associated with the Crook County Property Value Appeals Board such as select members to the board, log appeal petitions, screen petitions, send defective notices, schedule meetings and hearings, post public notices, keep a record of all meetings and hearings, prepare and mail board orders, etc.; serve as liaison between Department of Revenue, board members, County Board of Commissioners, Assessor, and petitioner.
46. Prepare and publish legal notices for both election related items and Property Value Appeals Board.
47. Prepare Tax Certification and issue Tax Execution Warrant to Assessor and Tax Collector upon receipt of required certificate of taxes levied per ORS 311.105 – 311.115, done annually.
48. Attend conferences, meetings, training and other education programs which relate to County Clerk activities and responsibilities. Maintain membership with the Oregon Association of County Clerks (OACC) and the Association of Oregon Counties (AOC).
49. Notary Public commissioned by the State of Oregon to provide notarial services to county offices and to the public.
50. Authorized by statute to solemnize marriages.
51. Jurisdictional contact for the State Ethics Commission, responsible for completing the updated the contact information for a select group of elected officials within the county and assisting them with completing ethics reporting.

Knowledge, Skills and Abilities

- Thorough knowledge of Federal laws relating to election administration and recording privacy standards; the Voting Rights Act of 1965 (VRA), the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA), the National Voter Registration Act of 1993 (NVRA), the Federal Voting Assistance Program (FVAP); the Help America Vote Act of 2002 (HAVA); Americans with Disabilities Act (ADA); United States Bureau of Consular Affairs Passport Program rules, requirements, and regulations; Constitution of Oregon; State of Oregon statutes; Oregon Administrative Rules; directives and regulations governing the duties of the County Clerk and proper elections and recording procedures; and principals and techniques of records management; principles and practices of management and supervision; budgeting and fiscal administration.
- Skills to analyze, interpret and apply state and federal statutes, legal opinions and administrative rules; develop and implement cost effective programs, policies and procedures; plan, organize and direct division operations and assigned personnel; prepare and administer an approved budget; communicate effectively both orally and in writing; direct staff in continuous efforts to improve customer service, quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by our customers; establish and maintain cooperative working relationships with staff, the public, private organizations and government agencies.

Supervisory Responsibility

This position supervises 3 full-time employees and 6-10 part-time election board workers during election times.

Work Environment

This job operates in a professional office environment. During elections, this position must go to the various ballot drop site locations for setup or ballot retrieval. This role does have various security risks as well as aggressive or combative customers. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

Physical Demands

Must have the ability to remain in a sitting or standing position for extended periods of time. There is some occasional lifting of historical record books, storage boxes or ballot boxes of approximately 30 pounds and some ladder usage.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. There are extended hours during election time in order to meet the needs of the election process.

Travel

Some travel is expected for this position for training or conferences.

Required Education and Experience

- Be a U.S. Citizen and an Elector under the Oregon Constitution
- Be a Crook County resident for at least one year before election

Preferred Education and Experience

- Bachelor's degree from an accredited college or university with five (5) years experience in elections, land records, and recording, which includes at least two (2) years supervisory experience; **OR**
- Any satisfactory combination of work, education, training, or experience relevant to the position.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Elected Official Print Name: _____ Date: _____

Elected Official Signature: _____ Date: _____

HR Signature: _____ Date: _____

Will,
My responses to your question are in red below. Let me know if I can be of additional help.
John

Good morning, Crook County Elected Officials:

At yesterday's Elected Officials Compensation Committee meeting the committee members asked for information relating to the factors listed in ORS 204.112. Below is a list of questions intended to provide responsive information. This will be a public record and included in the packet of information provided to the committee in advance of their next meeting. You are not required to complete it, but based on the questions asked by the committee, I believe it will be helpful.

1. Job Responsibilities

- Please describe the primary duties of your office, including any statutory obligations or responsibilities unique to Crook County.

206.010 General duties of sheriff. The sheriff is the chief executive officer and conservator of the peace of the county. In the execution of the office of sheriff, it is the sheriff's duty to:

- (1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses.
- (2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety.
- (3) Execute the process and orders of the courts of justice or of judicial officers, when delivered to the sheriff for that purpose, according to law.
- (4) Execute all warrants delivered to the sheriff for that purpose by other public officers, according to law.
- (5) Attend, upon call, the Supreme Court, Court of Appeals, Oregon Tax Court, circuit court, justice court or county court held within the county, and to obey its lawful orders or directions.

Oregon says the above about the general duties of the Sheriff. However, it goes much farther. The Sheriff is responsible for ensuring the above duties are fulfilled by overseeing the complex operation of the Office of Sheriff by and through the staff that actually perform those duties under the authority of the elected Sheriff.

Law Enforcement:

- Enforce state and local laws.
- Manage patrol operations and respond to emergencies within the county.
- Investigate crimes within the county.

Jail Operations:

- Manage the county jail, ensuring safety and security for detainees.
- Supervise bookings and maintain order within the jail.
- Provide emergency medical care for those in custody
- Provide crisis intervention for those in custody and in crisis

Civil Process Service:

- Serve warrants, summonses, and other court documents.
- Execute court orders, such as evictions and property seizures.
- Provide sex offender registration services.
- Provide for concealed handgun licenses.
- Conduct property/home foreclosure sales.

Court Services:

- The Sheriff is responsible for the security of the Crook County Justice Center.
- Provide court security deputies with the ability to maintain safety in the Courthouse.
- Transport prisoners to and from court.

Community Corrections:

- Maintain supervision of persons under supervision ordered by the Court.
- Provide supervision and accountability of those under local authority from prison. The Sheriff, as the Local Authority, heads the Local Authority Board.
- The Sheriff has the authority to issue warrants for those in violation and are under the authority of the Local Authority Board.
- Provide for community programs for those under supervision,

Special Services Division:

- The Sheriff is responsible for emergency services and preparation for potential disasters within the county. The Sheriff is the Emergency Management Director for the County.
- The Sheriff is responsible for search and rescue activities within the county or under the mutual aid agreement. SAR has approximately 50 volunteers who are under the sheriff's control and management.

2. Time Devoted to Duties

- On average, how many hours per week do you devote to your official responsibilities?
- Do you consider this position full-time or part-time?
 1. As the elected Sheriff of the County, I am considered subject to being called anytime of the day or night. My duties do not specify a particular number of work hours per day. My normal office hours are from 8 a.m. until 5 p.m., Monday through Friday.
 2. However, I attend many after-hours events and meetings in our community in the evenings and on weekends.
 3. This is a full-time position.

3. Skills, Experience, and Qualifications Required

- What qualifications, licenses, or certifications are required or beneficial to perform your duties effectively?
- Please outline any specialized skills or prior experience necessary for the position.
 1. To be eligible to run for Sheriff, a person must have at least four years as a full-time law enforcement officer, or at least two years of law enforcement experience, and at least two years of post-high school education. You cannot ever be convicted of a felony and must be certified through Oregon DPSST within one year of becoming a sheriff.
 2. Certifications must be at least at the Middle Management level, but certification at the Executive level is preferred through Oregon DPSST.
 3. An incoming sheriff would benefit from having at least five years' experience in a law enforcement management position.
- 4. **Complexity and Scope of Work**
 - Are there specific programs, systems, or legal/regulatory frameworks that make your work more complex?
 - How has the complexity of your work changed in recent years?
 1. Law enforcement, in general, is controlled by the current laws of the State as enacted by the State Legislative body. These laws are constantly changing, and therefore, how we conduct the operations of the Office of Sheriff is also constantly changing.
 2. The law enforcement community is also governed by changes in case law, as decided by the courts. Many of these changes are dictated by how our society views law enforcement and their role in enforcing the law. Many unfortunate incidents around the country have had huge impacts on how we are able to perform our duties here in our local community.
- 5. **Budget and Supervisory Responsibilities**
 - How many employees do you directly or indirectly supervise?
 - What is the size of the budget you administer?
 1. Currently, the Sheriff is authorized 74.25 FTEs. But due to budget constraints in the coming years, the Sheriff is being cut back to 61.65 FTEs for the next fiscal year.
 2. The Sheriff directly supervises the six members of the Command Team, which includes the Undersheriff, Support Division Manager, Patrol Lieutenant, Jail Commander, Community Corrections Director, and Emergency Manager. However, the Sheriff is responsible for each and every employee of the Sheriff's Office and is liable for their conduct.
 3. Besides the above, the Sheriff is also responsible for the part-time and seasonal staff that operate the Marine Patrol (4), BOR Patrol (2), and SAR volunteers (50 approx.).
 4. The entire Sheriff's Office budget for FY25-26 is projected at \$19,318,000. This includes all general fund and grant-funded positions and programs.
- 6. **Compensation Comparisons**
 - Are you aware of salary levels for comparable positions in similarly sized Oregon counties?
 1. I have looked at 6 counties in our population range: Wasco, Union, Jefferson, Hood River, Tillamook, and Curry. Four of the six have current numbers; Hood River, Jefferson, Wasco, and Tillamook. I only have numbers from 2024 for two counties, Union and Curry.

2. Attached is the chart of comparisons.
- Please describe the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility.
 1. The Undersheriff position compensation is as follows: Salary—\$130,852, plus certification pay and longevity pay. The undersheriff can cash out up to 80 hours of PTO per year. This brings the compensation package, without PTO cash-out, to approximately \$140,000 per year. The Undersheriff is scheduled to have a step increase to step 6 in July 2025, which will put him at approximately \$145,000, at the current pay scale. He will have three more steps in his pay scale up to Step 9, which is the top step. So, in addition to the annual COLA increase, he would receive a step increase each year. This could quickly close the compression gap between the Sheriff and Undersheriff.
 2. The Undersheriff's compensation is affected by salary increases that occur in the bargaining unit level. This is necessary to prevent subordinate staff from being compensated more than management positions supervising them.

We appreciate your time and input. Your response is important to ensuring the committee's process reflects both the legal framework and the realities of your position.

Please reply to this email with your answers by **end of business next Wednesday, April 30th.**

Exhibit E

Nearby/Similar Counties Elected Officials Wage Survey

Comparison Totals							2024
Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla	Average
Sheriff	\$131,914						\$131,914
County Clerk	\$95,639						\$95,639
Assessor & Tax Collector	\$111,239						\$111,239
Treasurer	\$91,084						\$91,084
Justice of the Peace	\$91,084	N/A	N/A	N/A		N/A	\$91,084
Commissioner	\$63,940						\$63,940
Chair Commissioner	N/A	N/A	N/A			N/A	#DIV/0!

							2023
Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla	Average
Sheriff	\$117,264	\$124,052	\$119,044	\$129,438	\$94,884	\$128,100	\$118,797
County Clerk	\$85,020	\$93,620	\$81,164	\$94,141	\$81,180	\$134,220	\$94,891
Assessor & Tax Collector	\$98,880	\$97,744	\$87,379	\$100,152	\$81,180	\$134,220	\$99,926
Treasurer	\$80,964	\$8,216	\$7,875	\$10,000	\$81,180	\$136,464	\$54,117
Justice of the Peace	\$80,964	N/A	N/A	N/A	\$40,572	N/A	\$60,768
Commissioner	\$56,844	\$58,240	\$43,378	\$123,822	\$79,656	\$104,306	\$77,708
Chair Commissioner	N/A	N/A	N/A	\$123,823	\$90,744	N/A	\$107,284

% increase from 2022							2022
Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla	Average
Sheriff	3.0%	19.2%	142.9%	9.2%	7.0%	4.0%	30.88%
County Clerk	8.0%	12.9%	16.4%	9.2%	7.0%	45.1%	16.43%
Assessor & Tax Collector	3.0%	0.0%	13.6%	9.8%	7.0%	45.1%	13.08%
Treasurer	3.0%	16.3%	5.0%	0.0%	7.0%	10.5%	6.97%
Justice of the Peace	3.0%	N/A	N/A	N/A	7.0%	N/A	5.00%
Commissioner	3.0%	132.5%	13.5%	119.5%	72.2%	3.0%	57.28%
Chair Commissioner	N/A	N/A	N/A	9.7%	7.0%	N/A	8.35%

Exhibit F

County	Data Year	Population	FY 2024 FTEs	County Administrator or Manager (Y/N)	Monthly	Annual Salary
Jefferson	2024-2025 Schedule	25,878	149	Y		
Commissioner 1					\$4,142.41	\$49,708.90
Commissioner 2					\$4,142.41	\$49,708.90
Commissioner 3					\$4,142.41	\$49,708.90
District Attorney					\$1,568.31	\$18,819.71
Sheriff						\$136,420.61
Assessor					\$8,344.48	\$100,133.81
County Clerk					\$7,751.04	\$93,012.43
Treasurer					\$742.76	\$8,913.10
Crook	2024-2025	26,583	253	Y		
Assessor						\$117,832.00
Commissioner 1						\$114,067.00
Commissioner 2- Chair						\$114,067.00
Commissioner 3						\$114,067.00
County Clerk						\$106,142.40
Treasurer						\$10,614.24
District Attorney						\$38,298.00
Sheriff						\$153,192.00
Wasco	2024-2025	27,052		Y		
Assessor						\$97,744.00
Clerk						\$93,620.00
Commissioner						\$58,240.00
District Attorney						
Sheriff						\$124,052.00
Treasurer						\$8,216.00
Tillamook	July 1, 2024	28,000	275	N		
Assessor					\$8,224.00	\$98,688.00
Clerk					\$7,778.00	\$93,336.00
Commissioner					\$7,955.00	\$95,460.00
District Attorney					\$1,530.00	\$18,360.00
Justice of the Peace					\$7,778.00	\$93,336.00
Sheriff					10,192.00	\$122,304.00
Lincoln	July 1, 2024	51,930	621	Y		
Assessor						\$96,401-\$111,878
Clerk						\$91,791-\$106,527
Commissioner						\$93,896-\$108,970
District Attorney						\$26,254-\$30,470
Sheriff						
Treasurer						\$91,791-\$106,527
Klamath	2023	69,812	179	N		
Assessor					\$7,724.93	\$92,699.16
Clerk					\$7,480.37	\$89,764.49
Commissioner-3					\$7,252.49	\$87,029.86
District Attorney					\$2,018.72	\$24,224.60
Sheriff						\$128,375.40
Surveyor					\$4,333.33	\$52,000.00
Treasurer					\$1,790.86	\$21,490.31
Deschutes	2024	212,141		Y		
Assessor						\$176,214.00
Clerk						\$147,005.16
Commissioner						\$130,158.12
District Attorney						\$64,737.12
Sheriff						\$211,030.68
Treasurer						\$80,479.08

Exhibit G

Comparable Counties by Population	2024 Population	2025 Pop. (Apr. 1, 2025)	Sheriff's Salary	Total Budget	2 nd in Command Salary	# of Divisions	# of staff
Wasco County	26,333	25,889 (-444)	\$146,046* No Add-on	\$11,932,300	\$130,200 No Add-on	911, P&P, Patrol, Admin, Emerg. Management	21
Union County	26,177	25,502 (-675)	\$107,822	\$6,089,055	\$96,581	Patrol, Admin, Jail NOTE: all info is from 2024	21
Jefferson County	25,536	25,714 +178	\$148,000 Pending approval	\$13,000,000 Approx. for 25-26 year	\$112,471 Plus Cert. pay Unk \$	Jail, Admin, Patrol	47
Hood River County	24,406	23,165 (-1241)	See note below	\$15,625,175 (GF + 911)	See note below	P&P, Patrol, Admin, 911, Emerg. Management	56
Tillamook County	27,417	27,209 (-208)	\$122,304 No add-ons	\$14,215,675	\$127,044 See note below	Jail, Patrol, Admin, P&P	62
Curry County	23,683	22,662 (-1021)	\$109,046	\$7,365,960	\$97,215	911, Jail, Patrol, Admin NOTE: All info is from 2024	28
Crook County	26,275	28,102 +1827	\$153,192 + \$7800+ \$160,992	\$19,318,000 (25-26 estimated)	See Note Below	Jail, P&P, Patrol, Admin, Emerg. Management	See note

*Wasco Co. Sheriff said he is pushing \$159,000, but his HR sent documents showing \$146,046.

NOTE: Hood River County Sheriff is currently at \$148,271 plus 8% certification pay=\$160,133. July 1st+3% COLA to \$152,719 +8% certification pay= \$164,937.

NOTE: Hood River Sheriff 2nd in Command; Currently \$125,074 +8% certification pay + longevity 12.5%= \$150,713. July 1st- 3% COLA+total comp\$155,235. Jan.1, 2026 4% step=total comp \$161,444.

NOTE: Tillamook Sheriff said Undersheriff is currently higher than the Sheriff salary, but will be fixed soon by the compensation committee. The Undersheriff add-on of 7% certification pay which is why he is higher than the Sheriff.

NOTE: Crook County Undersheriff is at \$130,852 + certification pay + longevity pay= \$140,000 approx. Plus he has the ability to cash out up to 80 hours of PTO per calendar year.

Crook County Staff= 74.25 (FY 24-25) reduced to 61.65 (FY 25-26)

CROOK COUNTY SALARY SCHEDULE

2024-2025

Elected Officials

Grade	Position	Annual Amt	Hourly Amt	Note
EAS	Assessor	117,832.00	56.65	
ECO	Commissioner	114,067.00	54.84	
ECC	Commissioner, Chair	123,604.00	64.01	<i>Jul '24 to Dec '24</i>
ECC			54.84	<i>Jan '25 to Jun '25</i>
ECL	County Clerk	106,142.40	51.03	
ETR	County Treasurer	10,614.24	51.03	<i>0.1 FTE</i>
EDA	District Attorney	38,298.00	73.65	<i>0.25 FTE</i>
ESO	Sheriff	153,192.00	73.65	